

DISTRICT 2 INTEGRATING COMMITTEE

ROUND 27 HANDBOOK

RULES & REGULATIONS
PROGRAM YEAR 2013

ROUND 27

VISIT OUR WEBSITE AT:

<http://www.hamilton-co.org/engineer/ltip.htm>

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➤ FUNDING SOURCE INFORMATION

GENERAL FUNDING INFORMATION

- **Types of infrastructure projects eligible for funding:**
 - Roadway - If applying for a group of roads, such as a subdivision, all roads must be contiguous or immediately adjacent. If the streets are not contiguous or immediately adjacent the project will not be rated by the Support Staff or considered for funding by the Integrating Committee. *Please contact the District Liaison with any questions regarding eligibility.* Only publicly maintained thoroughfares within the right-of-way dedicated for public road purposes are eligible for OPWC funding.
 - Bridges
 - Storm Water & Sanitary Water Collection Facilities
 - Storm Water & Sanitary Water Storage Facilities
 - Storm Water & Sanitary Treatment Facilities
 - Water Supply Systems
 - Solid Waste Disposal Facilities
 - Costs for engineering, architectural, property acquisition, and construction management are not eligible for funding in District 2.
 - Appurtenances or “stand alone” items are not eligible for funding. Examples include but are not limited to curbs, traffic signals, fire hydrants, guardrail, portions of a facility such as a potable water or wastewater treatment plant, etc. These items are eligible for funding only if they are part of a larger project that encompasses an entire roadway, bridge, treatment facility, etc. *Please contact the District Liaison with any questions regarding eligibility.*
 - Expenditures for landscaping activities and improvements that go beyond basic requirements for infrastructure repair and post-construction restoration, stabilizing, and reseeded of land surfaces are not eligible for funding. Examples include but are not limited to sodding, trees, ornamental plants or structures, landscaped islands, signs, decorative items, etc.
 - Only construction and contingency costs (“total” construction costs) are eligible for OPWC funding in District 2.
 - Funds for approved projects becomes available on July 1 following that round’s application process.
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- **STATE CAPITAL IMPROVEMENT PROGRAM (SCIP)**

Grants - SCIP grants are intended for repair/replacement of existing infrastructure.

- Funds can be used for rehabilitation, repair, and reconstruction - No expansion (unless expansion component is to be funded by local jurisdiction).
- Grant awards cannot be greater than 80% of the annual district allocation.
- Grants are for a maximum of 90% of the “total” construction cost of the project.
- The local jurisdiction must contribute a minimum of 10% of the “total” construction cost.

Loans/Loan Assistance

- Loan assistance is a program offering grants for interest payments on OPWC eligible construction projects. These grants will pay for accrued interest on the construction period plus one year thereafter and do not have to be repaid to the OPWC.
- Loan/loan assistance awards cannot be less than 20% of the annual district allocation.
- Any project primarily involving repair, reconstruction, or construction of facilities which are part of a system collecting fees from its users (such as water and sewer systems) may only receive a loan or loan assistance.
- Loans may be paid off early, without penalty, if so desired.
- No minimum local share is required. 100% of total construction cost is fundable, unless the project involves expansion. Only 50% of expansion components are eligible for a loan. The remaining costs must be paid for by local share, SCIP grants, or other outside funding.
- OPWC loans do not count against the local jurisdiction's credit rating.
- The Economic Health rating of the jurisdiction determines the interest rate. All jurisdictions applying for loans and receiving a 6, 8, or 10 point rating for Economic Health will receive 0% loans. All jurisdictions receiving a 2 or 4 point rating for Economic Health will be offered loans on the following basis: 1-10 year term - 0%; 11-20 year term - 1 ½%; 21-31 year term - 3%.
- The applicant may choose the term for repayment - between 1 and 30 years.
- Loan repayment term cannot exceed the infrastructure's useful life.
- Jurisdictions may apply for grant/loan combinations.

▪ **LOCAL TRANSPORTATION IMPROVEMENT PROGRAM FUNDS (LTIP)**

- Funds can be used for rehabilitation, repair, construction, reconstruction and expansion projects. Grants only - No loans are made from LTIP funds.
- Grants are for a maximum of 90% of the "total" construction cost.
- LTIP funds may be used only for roads & bridges. Projects whose majority (50% or greater) costs are drainage items are not eligible for LTIP funding.
- Local jurisdiction must contribute a minimum of 10% of the "total" construction cost.

▪ **REVOLVING LOAN PROGRAM FUNDS (RLP)**

- Loans may be paid off early without penalty, if so desired.
- No minimum amount to borrow.
- No local share is required (100% of "total construction" cost is fundable).
- OPWC loans do not count against the local jurisdiction's State of Ohio mandated 10 mil debt limitation.
- OPWC loans do not affect a jurisdiction's credit rating.
- The Economic Health rating of the jurisdiction determines the interest rate. All jurisdictions applying for loans and receiving a 6, 8, or 10 point rating for Economic Health will receive 0% loans. All jurisdictions receiving a 2 or 4 point rating for Economic Health will be offered loans on the following basis: 1-10 year term - 0%; 11-20 year term - 1 ½%; 21-31 year term - 3%. Loan repayment term cannot exceed the infrastructure's useful life.

■ SMALL GOVERNMENT FUNDS

- Grants, loans and loan assistance funds are awarded by the OPWC's Small Government Commission (the decision on fundable projects *is not* made at the local level).
- Funds are awarded to local jurisdictions that have a population base of less than 5,000 residents.
- All projects must be given local consideration to determine if the project first can be funded with District 2 SCIP/LTIP funds.
- Eligible projects not funded with District 2 SCIP/LTIP funds are then rated on the Small Government's Rating System. The five most highly rated applications and two contingency applications are filed with the Small Government Commission. Once filed with the Commission, applicants may change the applications per the Commission's rating methodology for up to 30 days to be more competitive. The Small Government Commission votes on the project each year in May.

❖ RULES FOR APPLICATION

GENERAL

THE APPLICATION DEADLINE IS 4:00 P.M. ON THE THIRD FRIDAY OF SEPTEMBER OF EACH YEAR. When applications are filed with the County Engineer's Office, they will be time stamped to provide proof of their receipt. Projects filed after the deadline will not be accepted. No exceptions shall be granted for any reason. IN ADDITION TO THE ORIGINAL SIGNED APPLICATION, EACH APPLICATION MUST BE SUBMITTED IN PDF FORMAT ON A COMPAT DISC IN ITS ENTIRETY. THE SAME DEADLINE APPLIES TO THE COMPACT DISC COPY AS THE ORIGINAL APPLICATION. Projects are to be filed at the Hamilton County Engineer's Office, 10480 Burlington Road, Cincinnati, Ohio 45231 or at the downtown location, 138 East Court Street, County Administration Building, Room 700, Cincinnati, Ohio 45202. The applicant is solely responsible for filing the application. The applicant is also solely responsible for the content of the application(s) filed. Applications will not be accepted by email or fax.

- Fill out all documents completely and sign where applicable.
- Study the rating methodology to fully understand how projects are awarded points, and then fill out your application accordingly. **Remember - details count!**
- Documents needed to be filed in order for an application to be considered a complete and eligible application for funding are:
 - CD-ROM with the entire application in PDF format
 - Submission Checklist
 - OPWC Application for Financial Assistance
 - District Two Additional Support Information
 - Detailed Cost Estimate
 - Useful Life Statement
 - Status of Funds Certification
 - Loan Repayment Letter (if loan project)
 - Enabling Legislation
 - Capital Improvement Report

- Project Vicinity Map - The more detail provided will assist the rating team to identify unique circumstances about the facility applied for. If needed, have a broad location map, and a more detailed large-scale map to identify the project and any surrounding features that will support your application.
- Documents required to be filled out in order for application to be considered for maximum points are:
 - Infrastructure Condition Data
 - Infrastructure Safety Data
 - Infrastructure Health Data
 - Jurisdictional User Fee / Assessment Data
 - Economic Growth Data
 - Alleviate Traffic Hazard / Level of Service Data
 - Relevant Traffic Accident Reports with summaries, analysis and accident rates
 - Ban / Moratorium Data - a copy of legislation passed by the jurisdiction is required
 - Certified Traffic Count - must be signed and sealed by a registered professional engineer.
 - The local jurisdiction should provide as much information as possible to assist the District Committee in understanding the limits, needs, costs and reasons for the application for funding. The District Committee has determined that if an application does not offer a certain piece of information it considers the lowest possible value for that information.
 - Project Pictures - Obtain photographs that will accurately reflect the condition of the facility cited in the application. An example would be to take a photo of a road or drainage project during or immediately after a rain event.
- A facility may be applied for only once in a given round. For instance, a roadway may be applied for either in a separate application, or with a group of other streets, but not both.
- Once submitted, the applicant may not change the application from a grant request to a loan request for any reason.
- After an application is submitted, the application information can only be changed under the rules herein specified:
 - 1) The Support Staff will review an application for completeness only if it is received no later than one week before the deadline for receiving applications.
 - a) The Support Staff will contact the affected jurisdiction and allow three business days for missing item(s) to be submitted.
 - b) Items submitted after the three-day notification period will not be considered as part of the original application.
 - 2) If the rating team reports that the application has items missing (ex: full description of scope of work for the project, no additional support information, etc.) the application shall be considered incomplete and may not be rated by the Support Staff.
 - a) The application and letter explaining the decision shall be sent to the affected jurisdiction.
 - b) This cannot be appealed unless the applicant can demonstrate that the information was included in the original application.

SPECIFIC

Submission Checklist

- Use the Submission Checklist to assure completeness and to assure your maximum points. The Submission Checklist must be signed by an official of the applying agency.

OPWC Application for Financial Assistance

Section 1 - Project Financial Information

- Minimum local share is 10% for grants.
- Loans require no local share, but will receive higher point value if a match is offered. Remember, a greater match means higher scores.
- Costs for engineering, inspection, and land acquisition are not eligible in District 2.

Section 2 - Project Information

- Be descriptive - Details assist the District staff in evaluating your project properly. There is no such thing as an over-documented application.

Section 4 - Project Schedule

- True and realistic dates are required and past history for each jurisdiction meeting project deadlines will be taken into consideration. Remember, preference will be given to any project that will be under contract during the construction season in which funds are received. Failure to meet the project schedule may result in OPWC termination of the project and/or point reductions in future funding rounds.

Section 7 - Applicant Certification

- Must be signed and dated by Chief Executive Officer.

Additional Support Information

- To acquire the maximum points possible for your application fill this form out in detail. Be descriptive and detailed. The District Support Staff relies heavily on this form when scoring projects. Study the rating methodology to fully understand how projects are awarded points, and then fill out your application so that you can receive the greatest advantage. Time should be taken to be sure this form gives the requested information. Attach additional sheets if necessary.

Detailed Cost Estimate

- Show an "itemized" cost estimate that accurately reflects the project cost. All items noted as a component of the project must be included in the estimate.
- Signed and sealed by a Professional Engineer registered in the State of Ohio.

Useful Life Statement

- Minimum useful life is seven years for any project.
- The average of all projects funded by the District cannot be less than 20 years.
- Signed and sealed by a Professional Engineer registered in the State of Ohio.

Certification of Funds

- Must certify that the local share funds are or will be available.
- Must be on jurisdiction's official letterhead.
- Must be signed by the Chief Fiscal Officer.
- Must be included for each funding source listed in the application. For projects using Municipal Road Funds (MRF) for matching funds, a copy of the current MRF application filed with the Hamilton County Engineer's Office shall meet the requirement.
- Loan Repayment Letter - The applicant must use the format specified by the OPWC on the applicant's letterhead. This format is available on both the District and OPWC websites.

Authorizing Legislation

- Legislation authorizing the Chief Executive Officer to apply for OPWC funding and enter into contract with the OPWC.
- Establishing jurisdiction's Chief Executive Officer, Chief Fiscal Officer, and Project Manager.
- Must be signed by either the jurisdiction's Chief Fiscal Officer or Clerk.
Must be filed by 4:00 p.m. of the third Monday of November of each year with the District Liaison.

Capital Improvement Report

- Fully detailed Capital Improvement Report (CIR) including the Summary Form and the 5 Year Plan form ***must*** be submitted by 4:00 p.m. of the third Monday of November of each year with the District Liaison using the OPWC forms. The District will file the CIR with the OPWC. You may request the forms be emailed to you (on Excel spreadsheet) and you may email the CIR to: fred.schlimm@hamilton-co.org. **The application will not be considered for funding regardless of the priority listing, if the CIR is not filed by the due date listed above.**
- No grants, credit enhancements, or loans will be awarded by the OPWC until the successful jurisdiction has submitted an acceptable Capital Improvement Report and Five-Year Plan.

Project Pictures

- Printed or mounted on 8 ½" x 11" paper.

Project Vicinity Map

- Must be legible with project limits highlighted to a scale and detail that will permit the Support Staff to easily locate the project. A copy of a page from the Auditor's Plat Book, or other such source, which does not sufficiently demonstrate the location of the project is an example of a Project Vicinity Map that is not acceptable.

PRE-APPLICATION POLICY & PROCEDURE:

The purpose of the pre-application is to allow a governmental jurisdiction to have a roadway or bridge pre-rated for condition of existing infrastructure so as to be able to perform maintenance on the infrastructure and not severely affect the infrastructure condition score when applying for SCIP/LTIP funds. Only roads and bridges are permitted to apply for a pre-rating score. This year applications for pre-rating roads and bridges will be for **Round 27** funds.

The Support Staff will pre-rate the infrastructure for condition only, and keep the score in confidence. The pre-rating score is not appealable and will not be available until all preliminary scores for the applying round are released. The pre-rating score will count for 75% toward the score and the current condition will count 25% toward the score. Applications for pre-rating a road or bridge will be accepted according to the following schedule:

Round 27 Projects: Through 4:00 p.m., Friday August 17, 2012

Pre-applications must provide the date the maintenance activity will begin so the Support Staff can view the project site before the work is started. Applications for pre-rating will be accepted only for a project that will be applied for in the following year's round. The pre-rating score will be valid for one round only. Failure to meet the terms, limits, and scope of work of the Pre-Application document will result in disqualification of the OPWC application.

RULES FOR APPEALS & AWARDS

- Any single or multiple criteria of the point range system may be appealed, except criterion 4, 7, 8 & 12.
- Appeal reviews will be based only on information provided in the original application. No new information provided after the original submission date will be considered.
- If a jurisdiction appeals its project rating the Support Staff may, upon review of the appeal *increase of decrease* the points of the appealed category.
- A second rating team will review the appeal, rather than the original rating team.
- The following decisions rest exclusively with the District Integrating Committee:
 - ✚ Points awarded to a project application
 - ✚ Number and dollar amount of the projects funded
 - ✚ Funding source and funding type for all projects
 - ✚ Loan rates
 - ✚ Criteria used for project selection
- A decision (seven out of nine affirmative votes is required) of the District Integrating Committee *is final* and therefore cannot be appealed.

➤ ROSTERS

DISTRICT 2 INTEGRATING COMMITTEE MEMBERS:

Member	Representing	Phone
Theodore B. Hubbard - Chairman	Hamilton County	946-8902
Thomas Hart	Hamilton County - At Large	245-1010
Lea Eriksen	City of Cincinnati	352-1578
Michael Moore	City of Cincinnati	352-3303
David Holmes	City of Cincinnati	352-5368
Robert Bemmes	Hamilton County Municipal League	733-3725
Daniel R. Brooks	Hamilton County Municipal League	521-7413
Thomas Bryan	Hamilton County Township Association	522-8532
Joseph I. Sykes - Vice Chairman	Hamilton County Township Association	941-2466

DISTRICT 2 INTEGRATING COMMITTEE ALTERNATE MEMBERS:

Member	Alternate For	Phone
Tim Gilday	Theodore B. Hubbard	946-8914
David Krings	Thomas Hart	200-4222
Reginald Zeno	Lea Eriksen	352-3731
Tim Jamison	Michael Moore	352-5296
Scott Stiles	David Holmes	352-5372
Dan Policastro	Robert Bemmes	561-2619
Lynn Crider	Daniel R. Brooks	761-1003
Bruce Raabe	Joseph Sykes	791-8447
Cliff Bishop	Thomas Bryan	791-8447

DISTRICT 2 SUPPORT STAFF MEMBERS:

Member	Jurisdiction	Phone
Fred Schlimm - District Liaison	Hamilton County Engineer's Office	946-8912
John Musselman - Assistance Facilitator	Springfield Township	522-1410
Greg Long - Assistance Facilitator	City of Cincinnati	352-5289
Chris Ertel	City of Cincinnati	352-3295
William Shefcik	City of Cincinnati	352-5273
Bryan Williams	City of Cincinnati	352-4506
Patrick Ashcraft	Hamilton County Engineer's Office	946-8428
Eric Beck	Hamilton County Engineer's Office	946-8432
Reggie McGill	Hamilton County Engineer's Office	946-8908
Tracy Kellums	Sycamore Township	791-8447
Cindy Klopfenstein	City of Loveland	683-8089

OPWC DISTRICT 2 PROGRAM REPRESENTATIVE:

Abbey DeHart 65 East State Street - Suite 312, Columbus, Ohio 43215 614-728-2466

➤ SUBDIVISION CODES

Municipality	Number
Addyston	061-00436
Amberley Village	061-01672
Arlington Heights	061-02428
Blue Ash	061-07300
Cheviot	061-14128
Cincinnati	061-15000
Cleves	061-16028
Deer Park	061-21266
Elmwood Place	061-25186
Evendale	061-25802
Fairfax	061-25942
Forest Park	061-27706
Glendale	061-30380
Golf Manor	061-30786
Greenhills	061-32158
Harrison	061-33838
Indian Hill	061-76582
Lincoln Heights	061-43722
Lockland	061-44366
Loveland	061-45108
Madeira	061-46312
Mariemont	061-47600
Montgomery	061-51716
Mount Healthy	061-52752
Newtown	061-55678
North College Hill	061-56322
North Bend	061-56182
Norwood	061-57386
Reading	061-65732
Sharonville	061-71892
Silverton	061-72522
Springdale	061-74104
St. Bernard	061-69470
Terrace Park	061-76428
Woodlawn	061-86366
Wyoming	061-86730

Township	Number
Anderson	061-01980
Colerain	061-16616
Columbia	061-16882
Crosby	061-19470
Delhi	061-21504
Green	061-31752
Harrison	061-33852
Miami	061-49364
Springfield	061-74121
Sycamore	061-75973
Symmes	061-76028
Whitewater	061-84938

County	Number
Hamilton	061-00061